

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Tumwater Timberland Library
5131 Capitol Blvd., Tumwater, WA 98501

June 16, 1977

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M I N U T E S

BOARD MEMBERS PRESENT:

Elmer F. Keiski, Chairman - Thurston County
Donald M. Cox - Pacific County
Mary Thurston - Mason County
Robert M. Baker - Lewis County
Ruth K. Schmidt - Member-at-Large
Shirleen Johnson - Member-at-Large

STAFF PRESENT:

Louise E. Morrison, Library Director
Virginia Barton, Assistant Director, Western Area
Mary Stough, Assistant Director, Eastern Area
Joy W. Ayres, Business Manager
Michael Hedges, Supv.-Public Info. & Program./Serials Librarian
Joyce Nichols, Co-Librarian, Tumwater
Donna M. Schaan, Supervisor-Personnel Administration
Mary Ann Shaffer, Children's Librarian, Olympia
Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Miriam Isaac
Dennis Noson, R. F. McCann and Co.
Jane Dowdle Smith, Timberland Attorney
Frank Yount, Tumwater Library Board

Chairman Keiski called the meeting to order at 7:50 p.m.

AGENDA ITEM
NO.

1 Approval of Minutes of Meeting of May 19, 1977

77-43 DON COX MOVED THAT THE MINUTES OF THE MEETING OF MAY 19, 1977 BE APPROVED. SHIRLEEN JOHNSON SECONDED THE MOTION. RUTH SCHMIDT ABSTAINED. MOTION PASSED UNANIMOUSLY.

2 Approval of Vouchers

77-44 BOB BAKER MOVED THAT THE VOUCHERS NO. 680 THROUGH 792 IN THE AMOUNT OF \$185,704.16 BE APPROVED. RUTH SCHMIDT SECONDED THE MOTION.

Mr. Cox questioned the voucher to R. F. McCann and whether this was out of Timberland's funds or from the EDA grant. Mrs. Morrison said part of it is Timberland's for furnishings and part of it is from the grant. Mr. Cox asked if the payments made against the grant will show up in the vouchers, and Mrs. Morrison said they would, but there is also a separate record kept.

Mrs. Morrison stated that the voucher to the State Library is in the amount

- 2 of about \$75,000, \$21,034.64 of which is for professional services (cataloging and processing), and \$54,714.95 is the quarterly deposit for the materials fund, against which Timberland purchases its books and phonorecords.

MOTION PASSED UNANIMOUSLY.

3 Reports

A. Report of Attorney

Jane Smith said she had met with the insurance broker and Mrs. Morrison regarding insurance on the new Service Center as well as the recent accident in which one of the library employees was involved. She had reviewed two purchase orders and service agreements, one of which is with ADT. She said ADT has taken every possible precaution and "excluded themselves out" of everything. If anything goes wrong with the equipment, it will be the library's responsibility. Mrs. Smith said she has never seen so many exclusions in an agreement, and there is nothing the library can do about it. If the library purchases ADT's services, it must take it with the exclusions. Mrs. Smith said she is drafting an agreement between the board and Amanda Park as to what the responsibilities of the library and the school district are so that it will be clear.

B. Report of Architect

Mrs. Morrison stated that the "building is the architect's report at this point" and that the project coordinator's wife, Miriam Isaac, is present tonight to report. Mrs. Isaac reported that everything is progressing smoothly. They are working on the ADT system, the furnishings, and negotiating with the Port of Olympia to consider putting in the asphalt for the parking lot and then charge the library district, and that someone would be in touch with Mr. Ayres regarding this. She stated that Mr. Isaac will be at next month's board meeting.

Mr. Keiski asked for clarification regarding the asphalt. Mrs. Morrison stated that Mr. Isaac and Mr. McCann had suggested the possibility of the Port of Olympia putting in the asphalt now and the library would pay this back on a long-term basis by paying a slightly higher rent. The library district would also have to program for some of the interior furnishings over a period of time. The prices don't go up as rapidly on the interior furnishings and there isn't as big an outlay to begin with as with getting the asphalt in. Mr. McCann is investigating this possibility, and they are not at the place where they can discuss this with the Board as yet. Mrs. Morrison said Mr. McCann is also investigating the possibility of getting the Port to pick up part of the cost of the fire hydrant behind the building because, theoretically, someone is going to move in there eventually who would benefit from this.

There was discussion on the first pouring of the domes on the new Service Center building today.

C. Staff

- (1) Director - Louise E. Morrison

Mrs. Morrison referred the Board to the summary of Report of Examination,

3C(1) No. 43513 from the Division of Municipal Corporations, Office of State Auditor, which was received on June 15, 1977. She said that she and Mr. Ayres have not had a chance to thoroughly study this report, but it appears to be reasonably accurate. The areas in which the library district is not quite up to par are being worked on. The examiner mentioned specifically that he had found several vouchers for reimbursement of advance travel revolving fund which did not have substantiating documentation and this is being tightened up and staff is setting up some written policies for Board consideration. The library is still "holding" money for the litigation in Grays Harbor County in the event that the court finds against the county, if it ever gets to court. This is a suit involving the sale of property by Grays Harbor County to Washington Public Power Supply System. Mrs. Morrison said that the library is in general compliance with regulations except as noted in the report. She said she did not understand why the examiner mentioned the fact that the Board revised the budget, since the Board had a right to do this. Mr. Keiski stated that it was noted in the report that there were a number of budget revisions and he didn't know if this struck the auditor's office as odd. Mrs. Smith stated that the library district does not have to conform to the budget law, but it is recommended by the Auditors that the library do so. She said the County Commissioners are more constrained as to how often they may revise a budget. Mrs. Morrison commented that the Auditor's office would not like it if the library made expenditures without revising the budget. Mr. Ayres said that the examiner also is used to auditing schools and that school budgets are handled differently than the library budget.

Mrs. Morrison said she had attended several meetings and has reported briefly on them in her weekly memos to the Board. Public Library Directors met at Highline Community College on June 10. Among the things being discussed at this meeting was the policy for the Washington Library Network Criteria for Evaluating Network Charge Elements. The policy, which was adopted by the Executive Council of the Network, states that the allocation of computer Network charges to participants should be governed by a number of principles. Mrs. Morrison quoted the following: "No charging formula can fully conform to all of these, however. It is important, therefore, that each be assigned a priority. The following order is suggested in descending priority rank: The charges should be equitable. They should be predictable. They should encourage efficient use of the system. They should be simple and they should be stable." She said cost elements should be chosen and used that don't have to be changed within the fiscal year. There are several possible ways of charging or assigning charge elements for the bibliographic and acquisition subsystems. They could charge for the terminal in ascending steps according to activity. They could charge by data base search and by product request. Mrs. Morrison said she thinks these will be used. There are some one-time costs on the terminals for purchase and installation and on the modem for purchase and installation. She said that other than that, there will be telephone lines and use of computer and other fixed costs such as technical personnel, supplies and travel, and the products themselves. Mrs. Morrison said that products include the label which goes on the book card or on the spine of the book or on the pocket of the book, and these come off the computer. The Executive Council thinks it will have actual numbers assigned to this by August 1 in time for inclusion in the budget for 1978. In the meantime, Timberland has been reassured that the money budgeted this year for computer costs will be more than adequate.

3C(1) Mrs. Morrison reported that the State Library Commission did approve four LSCA (Library Services and Construction Act) grant proposals. One was to be administered by Fort Vancouver Regional Library and has to do with interlibrary communication and coordination and cooperation and includes multi-type participation in the Network. The other three proposals were small, one to be administered by Pullman Public Library, one by Spokane County Library and one by Spokane Public Library. These three principally have to do with delivery services within that area. The West Library Service Area request which would be administered by the Port Townsend Public Library, the "Jefferson County Project," is still pending. The State Library Commission wanted a few more facts on this before deciding whether or not to approve it. Mrs. Morrison said the Commission was tremendously impressed by the number of agencies cooperating in this project since it includes school libraries, community college libraries, public libraries, special libraries, etc.

Mrs. Morrison said that the State Librarian and Public Library Directors have agreed to meet quarterly. The next meeting is in Kennewick on September 7; then at King County on December 7, Spokane on March 8, and Mrs. Morrison invited them to meet at the new Service Center on June 7 next year.

Mrs. Morrison said there was also a lengthy report to the Commission covering the programs which are being done by the State Library. Unless the Board wishes further information on this, she will not labor that point. Mrs. Morrison stated that later on in the agenda the Board will discuss the policy on participatory management.

Mrs. Morrison stated that Mr. Veblen asked to be remembered to anyone he had worked with during the Timberland Demonstration as he was attending his last Commission meeting. She said there was a dinner/reception for Mr. Veblen last Wednesday night in Seattle. Mr. Veblen's term is expiring and he has served three full terms. Mrs. Morrison said she did not know yet who would be appointed to replace him, but four candidates' names have been submitted by the Washington Library Association and any one of the four would be highly qualified. Mrs. Morrison said if the Governor chooses to make an appointment from that list, she would be pleased.

(2) Assistant Director, Western Area - Virginia Barton

Mrs. Barton referred the Board to her written report. She received a late report from Bonnie Sayce at Ocean Park that another person had brought in 50 more postcards for their exhibit. The library has over 100 historic postcards and they were all printed in the Ocean Park area. Mrs. Barton showed a photograph of the new Ilwaco Library sign and praised the Ilwaco Library Board for managing to arrange for this sign at a very reasonable price.

Mrs. Barton said that Frank Kilham has written a letter to various people on the Jefferson County project and she quoted the following: "In the real world change is impelled by people only when some are willing and able to move outside of self imposed rigidities to try new approaches."

3C(2) Mrs. Barton said that the conferences which she has participated in have been reported briefly in her written report and she would be happy to answer any questions.

(3) Assistant Director, Eastern Area - Mary Stough

Mrs. Stough referred the Board to her written report. She also referred the Board to the written report from Mary Ann Shaffer, Chairperson, Children's Services Committee, and stated that it was an excellent report.

(4) Business Manager - Joy W. Ayres

Mr. Ayres stated that because of the shortness of time since he had returned from vacation, he has no tracking charts. He referred the Board to the June vouchers. The voucher in the amount of \$237.98 on the fun-mobile is for repair of the radiator. The voucher in the amount of \$227.61 is for a valve job on vehicle #9, the stationwagon. Most of these costs are for labor. Mr. Ayres said the Raymond stationwagon was sold for \$351.25. It cost the library district \$74.04 to advertise this vehicle so the library netted \$277.21. Timberland has received \$132.30 from books which have been declared surplus. The paper cutter was sold for \$75.00. The payroll was estimated through June and expenditures amount to \$1,353,711.56. On the revenue side, Timberland has received \$1,449,999.19. This leaves an investment figure of \$620,625.18. The reason this is so high is because the June vouchers have not been subtracted, and at the end of June, there will be about \$100,000 still being invested. Mr. Ayres said the cash flow has been good this year. With the last quarter of investments coming in, Timberland had received \$1,363.85, and Timberland now has \$3,049.47 from investments. Mr. Ayres reported that the step vans are still two weeks away on delivery.

Mrs. Morrison stated that the staff also has been watching revenue in 364, which is the stumpage, and Timberland has now collected 103% so anything collected from now on is over and above that. She has talked with the Department of Natural Resources, Timber Sales Section, and has been informed that this looks like one of the best years in the past four years. She suspects that Timberland can look forward to some additional revenue from these sources and this will mean that Timberland should have a healthy reserve built up at the end of the year. Mr. Ayres stated that the receipts on excise forest tax are all up to date and that is one reason why the revenue is up.

(5) Children's Services Committee - Mary Ann Shaffer, Chairperson

Ms. Shaffer referred the Board to her written report and also pointed out the puppets which she had displayed for them. She said that one of the goals of the Children's Services Committee is to promote a well-balanced accumulation of programs, services and multi-media to children in the five-county area. She said the Committee is composed of the Sr. Children's Librarian, Judy DuPuis, Centralia; Community Librarian from Oakville, Kit Machin; Community Librarian from Montesano, Selma Nielsen; and herself, Children's Librarian in Olympia.

The Committee is charged with two main responsibilities: they purchase books and materials and provide programs. The books are purchased through

3C(5) use of reviews, searching through book stores to see what is the best quality, and what the needs are. Besides the traditional books, hardbacks and paperbacks, service to children also includes non-traditional types of materials in the form of realia. These include the puppets she had on display as well as wooden toys, which were made by the Hoquiam High School shop class. These toys are checked out from Hoquiam and Centralia. Olympia also has some of these toys, which are not checked out but used in the library. Ms. Shaffer said this is a good way to help a child develop. Sixteen of the libraries have Walt Disney Action Centers which are always in use, even by the adults. Timberland purchased 10 puppets with money out of the 1976 budget as a way to offer storytelling. Staff has created two puppet shows, and Michael Hedges has helped with production at The Evergreen State College. They have about 15 showings scheduled so far this summer. The script is taped and a cassette is sent along with the puppets and theater and it is the responsibility of the staff in the libraries to find people to put on the show. Ms. Shaffer said another function of the children's services staff is to create pre-school story hours. Almost all of the libraries have a weekly story hour, and Lacey now has two and Olympia has three just to keep up with the demand. Some of these average attendance of 40 children.

Ms. Shaffer said the Summer Activities Program is off to a good start. The children are being asked to read books, as well as being involved in crafts and activities. Timberland's graphic artist, Barry Senter, created the picture of monsters which is being used in the program. These sheets were run through Timberland's press four times to create the colors, and there is a possibility that more will have to be run because of the success of this year's Summer Activities Program.

Ms. Shaffer said the Committee is also providing service to adults by teaching adults about what they can do with children.

The Children's Services Committee has designated a few special projects this year, one of which was the production of the puppet show; another show will be produced this fall. The Committee is working on a non-fiction replacement list for juvenile titles, and is working on an evaluation of all the libraries' collections. The Committee also plans to revise its Book Selection Statement. The Committee is also concerned with continuing education. Ms. Shaffer said that four staff members attended a workshop at the University of Washington sponsored by ALA entitled "Research, the Creative Process and Children's Literature." The Committee is charged with the continuing education of the clerical staff, and Ms. Shaffer said if it weren't for the clerical staff out in the libraries, it would be impossible for the children's librarians to accomplish their goals.

Mrs. Morrison stated that Mary Stough, Donna Schaan and Jan Blumberg worked together to set up a staff training course at Centralia College which a number of staff members attended. Mr. Keiski asked if this is something that staff is reimbursed for. Mrs. Morrison said that it was and that Timberland paid Centralia College in one direct payment. She has also appointed a Conference Attendance Committee to work on a policy statement for the Board to consider. This policy will be reviewed by the Steering Committee before being brought to the Board for action.

Mrs. Morrison said that the offset operator, Mike Brocha, and graphics specialist, Barry Senter, certainly deserve a lot of credit for the activities sheet they printed for the Summer Activities Program. She said this is the finest thing that Timberland has produced.

4 Correspondence

Mrs. Morrison said she had received no correspondence, except the copy of a letter to Mr. Keiski from Phil Dale of R. F. McCann's office regarding how critical it is to get the ADT conduit in so that Venture would not be delayed.

Mr. Keiski said he also received a copy of the Auditor's report. Mrs. Morrison stated this is kept on file in the Service Center for public scrutiny.

Mr. Keiski asked if Mrs. Morrison had heard anything from the Grays Harbor County Commissioners with regard to appointing a new Board member from Grays Harbor County. Mrs. Morrison said she had talked with Mr. Piersall and asked if an appointment had been made. Mr. Piersall said this had been discussed and would be discussed again and they will probably make an appointment on June 20. Mr. Baker asked if recommendations were sent in. Mr. Keiski said that he had made several phone calls as well as Mrs. Morrison.

Mrs. Morrison said that she was at the Amanda Park Library on opening day. She took some pictures. The bookmobile is partially covered and the electricity is hooked up. She said that people were using the new arrangement.

5 Unfinished Business

A. Policy on Participatory Management

Mr. Keiski asked Mrs. Morrison to review this matter for the Board. Mrs. Morrison stated that the Policy on Participatory Management was recommended to the membership of the Washington Library Association and was passed at the 1974 WLA convention. Apparently, not many boards of trustees had done anything about it. The Social Responsibilities Roundtable came to the regular WLA Executive Board meeting and requested that this be promulgated to boards of trustees and go out with a cover letter from the President of the Association. This was done with a statement on participatory management asking boards of trustees to consider adoption, either by using the one adopted by WLA, or writing their own. The Board tabled this last month and what staff has done in the interim is to change the one written by WLA merely by substituting "Timberland" for "WLA." The Board expressed its dissatisfaction with this policy and recommended that staff write another for the Board to adopt at next month's meeting.

6 New Business

Mr. Keiski asked Mrs. Morrison to give a brief report on their meeting with Max Johnson, staff representative for the Union. Mrs. Morrison said they had received a question from Mr. Johnson regarding the salary schedule and what the pay really was. On the printed schedule the monthly

6 pay was rounded to the nearest dollar, but the computer actually carries it out to four decimal places. Therefore, the monthly salary shown on the salary schedules is not exact. Mrs. Morrison explained that the annual salary was divided by 12 to get the monthly salary and rounded to the nearest dollar. The annual salary was divided by 2,080 hours, which is the normal working year, which gives the hourly salary. Because the computer does carry out four decimal places, everyone is actually receiving the correct salary. An explanatory memo was sent to all staff on this and apparently the Union had met just before this memo was sent out. Mr. Johnson also asked about availability of bulletin board space. It was agreed that Mr. Johnson would meet with the Supervisor-Personnel Administration and the Library Director informally to look at some of the salaries. Mrs. Morrison said that it is already time to start working on the 1978 budget and think about the next round of bargaining. Mr. Cox suggested that a three-year contract be worked out. Mrs. Morrison said she had received a letter from Larry Yok who is working as a consultant in Seattle and does Union negotiation, contract negotiation, management consulting, etc. Mr. Yok was formerly the Administrative Assistant to the Olympia City Supervisor. Mr. Yok advised the staff on an informal level in Union contract negotiations this year. Mr. Yok is offering his services as a professional bargainer for Timberland. Mr. Keiski asked Mrs. Morrison to request a letter from Mr. Yok as to what he can do for Timberland.

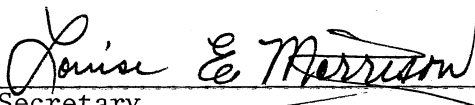
Mr. Keiski asked for comments from Board members. Mrs. Johnson said that she was at the Service Center site today when the first domes were poured. She said it was very exciting. Everything is on schedule. Next Monday, the forms will be taken down and they will be pouring the next section, and said that other Board members would have a chance to see this if they would care to. She said Michael Hedges was there to video tape this. Mr. Cox asked about the thickness of the concrete. Mrs. Morrison thought they were about 3 inches thick at the apex and then there will be several inches of a liquid insulation substance poured on top of that before the final seal goes on. Mr. Cox asked about the steel reinforcement and Mrs. Morrison said this reinforcement is criss-crossed all across the dome.

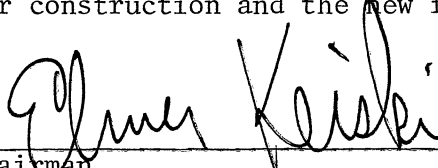
Mr. Baker stated that there was a real estate problem and he wished the Chairman to call for an Executive Session. Mr. Keiski declared an Executive Session at 8:45 p.m. The meeting was reconvened at 8:55 p.m. after the Board met in Executive Session to discuss real estate matters. There being no further business to come before the meeting,

77-45

MARY THURSTON MOVED THAT THE MEETING ADJOURN. SHIRLEEN JOHNSON
SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

Several slides were shown of the Service Center construction and the new facility at Amanda Park following adjournment.


Secretary


Chairman